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**Purchasing Division**  
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TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, DIRECTOR OF PURCHASING

SUBJECT: INFORMATIONAL UPDATES

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In our on-going effort to keep our supplier partners informed, I have some brief updates to share:

Listing and Delisting Process

At suppliers' request, and to provide transparency, we have posted our process and criteria for listing and delisting on the [New Listing Information](#) page of our web site. I encourage all suppliers to review this document to gain an understanding of the standards we use to make these important decisions.

The "Gross Profit by Liter Size" report is now available via e-mail on a monthly basis. Profitability is one of the key factors used to make product listing and delisting decisions, and we use this report as the primary source of information about each product's profitability. If you would like to receive a copy of this report, please e-mail Meagan at [mkr@liq.wa.gov](mailto:mkr@liq.wa.gov) to be added to the monthly distribution list. The report is generally sent out around the 20th of each month.

The information about your products on this report, in concert with the listing and delisting criteria on our web site, will provide you with key information you can use to increase your opportunity for success. If you have any questions about the report or the criteria, please contact Kimberly Ward ([kwa@liq.wa.gov](mailto:kwa@liq.wa.gov)), Steve Burnell ([skb@liq.wa.gov](mailto:skb@liq.wa.gov)), or myself at ([djb@liq.wa.gov](mailto:djb@liq.wa.gov)).

New Product Listings in September and October 2010

During our busiest time of the year, November and December, it is extremely challenging for our stores to receive new products, some of which require significant changes in their shelf schematics.

To minimize the effect of this, we will be changing the handling of newly listed products presented in September and October. The products approved for listing in these months will be set up as usual, but we will hold the initial order until December. Once the order has been released, product can be delivered to the Distribution Center as soon as schedules allow. Initial distribution of these products to stores will occur in January, and they will be included in the shelf schematic at that time. If you would like to have an opportunity for your product to be in the stores for the holiday season, please make an appointment to present no later than the August new listing meeting.

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Delivery Standards Review

The WSLCB Delivery Standards is a document that describes the parameters and processes required for suppliers to deliver products to our Distribution Center. The existing document that went into effect July 1, 2008 is still current and the agency will continue operating to those standards.

Several months ago, we published a draft update of this document and asked for feedback. I would like to thank everyone who provided feedback. We are still in the process of ensuring we have fully understood all the feedback and updating the standard to reflect the best possible approaches for everyone involved. Until an updated standard is published, we will continue to operate to the existing standards.

Thank you for your continuing partnership with us. We hope to see you all at our 2010 Supplier Conference on June 25<sup>th</sup>!